



**Santa Cruz County Parks**

979 17<sup>th</sup> Avenue

Santa Cruz CA, 95062

Ph: (831) 454-7901 – Fax (831) 454-7940

[www.scparks.com](http://www.scparks.com)

**Meeting Room Rental Fees**

**Available Monday – Friday, 8:00 am to 10:00 pm.**

**Minimum rental is two hours including Set-up and Clean-up.**

**Nonprofit Organizations receive a 20% discount.**

**Continuous users (five or more bookings) receive a 20% discount.**

| Room Rentals                   | Hourly Rate               |
|--------------------------------|---------------------------|
| Community Room (180 capacity)  | \$82.00 / \$90.00 (R/NR*) |
| Large Room (40 –90 capacity)   | \$54.00 / \$60.00 (R/NR*) |
| Small Room (under 40 capacity) | \$27.00 / \$30.00 (R/NR*) |

Prices are subject to change

- Groups provide all set up and clean up within reserved time frame.
- Tables and chairs are provided.
- Indoor use only.
- All facilities have kitchens available at an additional cost.
- Screen and projector available at Live Oak Community Center Room B or AB at an additional cost.

| Area                        | Capacity | Information   |
|-----------------------------|----------|---|
| Live Oak Community Center** | 180      | Located at the Simpkins Family Swim Center, this facility offers a comfortable, centrally located space for your group. |
| Aptos Village Park          | 90       | This facility offers a large community hall with a fireplace in a park setting.   |
| Highlands Park              | 75       | Located at the Highlands Park House, this facility is a lovely setting for meetings.                                    |
| Valencia Hall               | 80       | A recently renovated historic building in Aptos offers a large room in this charming hall.                              |
| Quail Hollow Ranch          | 75       | A perfect place for a retreat or small meeting, the Quail Room is a cozy site for your group. Limited availability.     |

**Meeting Room Reservations:**

**Ph: (831) 454-7938 – Fax (831) 454-7940**

**\*\*Live Oak Community Center Ph: (831) 454-7931**

**Email: [reservations@scparcs.com](mailto:reservations@scparcs.com)**

\*You are a nonresident if: you live outside Santa Cruz County; in one of the 4 cities in the County (Santa Cruz, Capitola, Watsonville, Scotts Valley); or in one of the Special Recreation Districts (Alba, Opal Cliffs, La Selva Beach).

## **ASSUMPTION OF LIABILITY, WAIVER and INDEMNITY**

### **1. ASSUMPTION OF LIABILITY**

Permittee, whether individual, group, or entity, is solely responsible for any and all liabilities to persons or property resulting from use of the Park Facility, including damage to any County property or structures. Permittee will indemnify, defend and hold harmless the County of Santa Cruz, its elected and appointed Boards, Commissions, Officers, Agents, and Employees from any claims, suits, losses or damages for injury to persons or property arising from or connected to this use of the Park Facility.

### **2. AGREEMENT TO ABIDE BY TERMS AND CONDITIONS**

Permittee, whether individual, group, or entity, represents that he/she/it has read these Terms and Conditions, agrees to make them known to persons attending the function or activity, and agrees that no violation of such shall be allowed to occur on the premises or facilities. Permittee understands that permission to use of the Park Facility is contingent upon compliance with these Terms and Conditions and that permission may be revoked at any time upon failure of persons attending the function or activity to fully comply with these Terms and Conditions.

### **3. PERMITTEE, OR REPRESENTATIVE, TO BE PRESENT**

Permittee, or the group or entity individual named in the Permit, will be present during the entire period of use of the facility.

## Meeting Room Conditions of Use

**Hours:** Community buildings and park facilities for meeting room use may be reserved by groups and individuals for a minimum of 2 hours between the following hours: 8:00 a.m. until 10:00 p.m. Monday through Friday. The Live Oak Community Center opens at 10:00 am on Mondays.

**Time Limits:** Entrance to the facility is permitted for the time approved on the permit. If time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice sent.

**Change to the Permit:** Any changes to the permit such as change of hours or date, must be made in writing by the permittee. Any changes made within one month of the reserved date(s) are subject to a \$50 fee.

**Cancellations:** Reservation cancellations must be made in writing. Cancelled reservations up to two weeks prior to the reservation are subject to a fee of 50% of the reservation charge. Cancellations of less than two weeks receive no refund of fees.

**Set-Up and Clean-Up Guidelines:** Groups are responsible for all set-up and clean-up within their reserved time frame. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Reservations:** No facility can be reserved more than 12 months in advance. Minors (under 18) are not eligible to reserve facilities.

**Damage:** Damage done during events that do not have a deposit or is not covered by the amount of the deposit, will be sent an invoice. Labor to repair the facility is charged at current maintenance staff hourly rate. Bills unpaid after 30 days are sent to collections.

**Smoking:** Smoking and tobacco products are prohibited in Santa Cruz County Parks.

**Insurance Requirements:** The department may require a Certificate of General Liability and Property Damage Insurance for activities which it deems to be high risk.

**Checks:** Checks returned for insufficient funds and chargebacks are charged at the current processing fee. Please note that credit cards are charged from Santa Cruz County.

**Sub-Lease:** Permittee shall not assign or sub-lease any portion of the premises, or any rights under approved permit, without prior written approval of the Department.

**Activities for Minors:** Groups which are comprised predominately of participants under 18 years of age must be chaperoned at a ratio of one adult (over 18 years) to 12 minors.

Thank You For Choosing Santa Cruz County Parks

## County Parks Meeting Room Rental Clean-Up Checklist

As a renter of a County Parks Facility, you have agreed to the clean-up responsibilities listed below. The clean-up must be completed by the end of your reservation. The following specific conditions of use, related to reservation times and set-up and clean-up guidelines, have also been agreed to per the reservation permit paperwork (see permit for complete information):

**Set-Up and Clean-Up Guidelines:** Groups are responsible for all set-up and clean-up. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Time Limits:** Entrance to the facility is permitted for the time approved on the permit. If time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice sent.

\*A meeting room rental is for the designated meeting room only and does not imply full use of outdoor facilities nor kitchen use. Please inquire about pricing to use these spaces.

**Please complete the following at the end of the meeting room use:**

- Remove all trash and recycling from the building (including trash in restrooms). Trash bags and containers are provided. Please do not overfill plastic bags. Place all garbage in dumpsters (return dumpster key for Aptos Park to hook in kitchen). Place recycle glass, cans and plastic in designated containers.
- Remove all meeting materials. No overnight storage.
- Stack chairs in the same direction on chair charts. Return tables and chairs to their original storage area. Secure table carts at Valencia Hall with straps for safety.
- Sweep floors free of debris. Damp mop areas where items have spilled. Mop floors that are excessively dirty or sticky.
- Clean any areas used by meeting room participants, including kitchen surfaces.
- If you have adjusted the heat, please return the thermostat to previous setting. Not applicable for Valencia Hall; thermostat will return to preset temperature after three hours.
- Make sure all windows and doors are secure and lights are turned off.
- Where applicable, set alarm per instructions.
- Lock gate at Valencia Hall upon departure.
- Return keys to the Parks Department Office.
- The Santa Cruz County Parks Department is not responsible for items left after facility use.



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Meeting Room Permit Application

**Organization / Company Information\***

Organization/Company Name \_\_\_\_\_

County Department (if applicable) \_\_\_\_\_ Division \_\_\_\_\_

Non-Profit Tax ID# (If applicable) \_\_\_\_\_ Number in Attendance \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County Dept: GL Index: \_\_\_\_\_ GL Sub Object \_\_\_\_\_ JL Key \_\_\_\_\_ JL Object \_\_\_\_\_

**Customer or Authorized Agent Account Information**

\*An authorized agent for the organization/company must provide personal contact information below

Name \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_

**Meeting Room Reservation Request**

Date(s) Requested \_\_\_\_\_

Alternate Date(s) \_\_\_\_\_

Time Requested (include all set up and clean up) \_\_\_\_\_

Which Facility? \_\_\_\_\_ Alternate Facility \_\_\_\_\_

Kitchen use needed ? **Yes** or **No** (Additional fees apply; required if serving food in excess of coffee and

~~Drinks~~ snacks) Use of the exterior grounds, patio, or lawn are not available with a Meeting Room rental.

**Disclaimer:**

The undersigned states: The information I have provided to Parks is true and correct; If this Permit is issued to a group or entity, I am the authorized representative of the group or entity, and I am empowered to make this agreement on its behalf; I have received a copy of the Terms and Conditions and Assumption, Waiver, and Indemnity documents, and have read and understand them. Both individually and on behalf of the group or entity, I agree to them, and will comply with them as well as all laws and ordinances of the County of Santa Cruz, the State of California, and the United States.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

**Payment**

Rental amount: \_\_\_\_\_

Type of payment:  Check Payable to Santa Cruz County Parks

Cash

I authorize use of my credit card  : MasterCard Visa

Discover

American Express

Print name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_